

CM/ECF Full Text Search


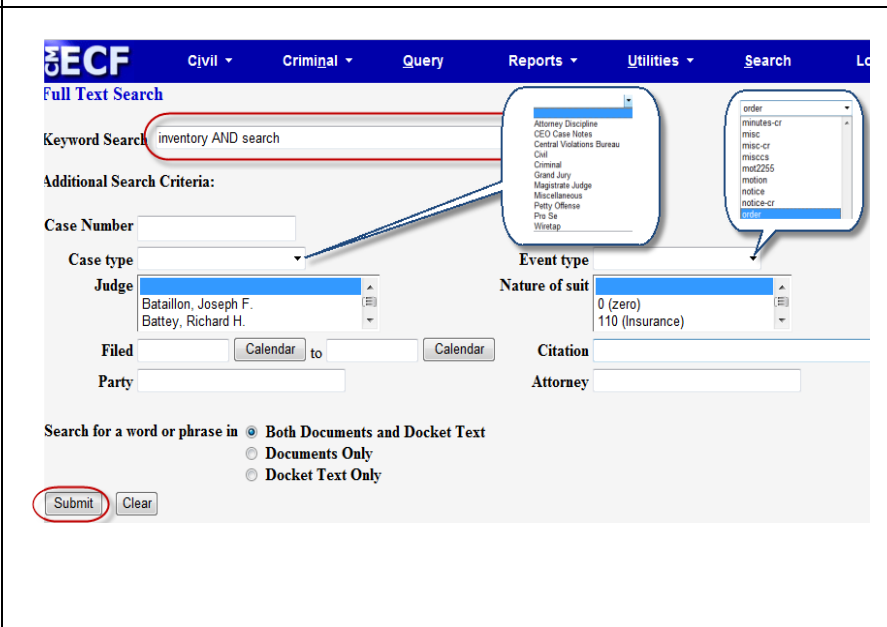
Locating Files Docketed on CM/ECF

You know you've tackled this same issue before, but what was the name of that case? Where did you save that file? Or you recall that another judge in your district ruled on this issue recently, but that judge cannot remember the file name either.

In addition to organizing your opinions in folders, you can locate a file by performing a CM/ECF Full text search.

CM/ECF full text search

If you have CM/ECF 6.0 or later, you can perform a full text search of opinions filed in your district (not just your own opinions).

<p>Open CM/ECF. Select Reports,</p> <p>Then Full Text Search.</p>	 <p>The screenshot shows the CM/ECF Reports menu. The 'Reports' tab is highlighted with a red circle and a red arrow. Below it, the 'Full Text Search' option is also highlighted with a red circle and a red arrow. Other options include 'Your Account', 'Edit Data (cont.)', 'Conflict Checking Maintenance', and 'Miscellaneous'.</p>
<p>Type in your Keyword Search (see Full Text Search Quick Reference Guide);</p> <p>Choose your search parameters; and</p> <p>Click Submit.</p> <p>Note: If searching for a written opinion, select Order in the Event menu.</p>	 <p>The screenshot shows the CM/ECF Full Text Search form. The 'Keyword Search' field contains 'inventory AND search'. The 'Judge' dropdown is set to 'Bataillon, Joseph F.' and 'Battey, Richard H.'. The 'Event type' dropdown is set to 'order'. The 'Nature of suit' dropdown is set to '110 (Insurance)'. The 'Search for a word or phrase in' section has 'Both Documents and Docket Text' selected. The 'Submit' button is highlighted with a red circle.</p>

CM/ECF Text Searches

Full Text Search Quick Reference Guide

In CM/ECF go to Utilities → Full Text Search

Searches are not case sensitive with one exception: logical operators AND, OR, and NOT must be in all caps.

Type of Search	Search examples	Results
OR	Search seizure search OR seizure	Contains the word 'search' or 'seizure' or both. The first example of syntax is preferred.
AND	+search +seizure search AND seizure	Contain both 'search' and 'seizure '. The first example of syntax is preferred. + means that the term directly following it is required.
NOT	+Search -seizure search AND NOT seizure	Contain 'search' but not 'seizure'.
Phrase	"illegal search and seizure"	Contain the exact phrase "illegal search and seizure".
Wildcard	illegal*	Contain words that start with 'illegal' like 'illegally'.
Boosting a term	search seizure^2	To boost a term (give it more relevance in terms of its comparison with other words being searched for), use the caret ^ symbol with a boost factor (a number) at the end of the term you are searching. The higher the boost factor, the more relevant the term will be. For example, if you are searching for <i>search seizure</i> and you want the term "seizure" to be more relevant, boost it using the ^ symbol along with the boost factor next to the term. This will make documents with the term seizure appear more relevant. By default, the boost factor is 1. The result with the most boost factor will be displayed first.

NOTES:

1. Scanned PDFs are not searchable. Even if a scanned PDF has been processed with Optical Character Recognition software(OCR'd), the document text may still not be added to the index due to problems with the OCR processing. This is

often the case with scanned handwritten documents that have been processed with OCR software.

2. If you enter multiple words in the Keyword Search box, the implicit connector between these words is OR.
 - a. E.g., if you enter: *motion for rehearing*, the search will find all documents with the word motion and all documents with the word rehearing. The word for is considered a common word* and ignored. If you want only to search on the specific phrase, the words must be in quotes, "motion for rehearing".
3. The implicit connector between the optional search parameters (not the word/phrase in the text box, just the additional optional search parameters) is AND (e.g., judge AND party AND case, etc.).
4. Common words ignored during searching include: "a", "an", "and", "are", "as", "at", "be", "but", "by", "for", "if", "in", "into", "is", "it", "no", "not", "of", "on", "or", "such", "that", "the", "their", "then", "there", "these", "they", "this", "to", "was", "will", "with"
5. Logical OR, AND, and NOT must be capitalized. The use of the '+' and '-' instead of AND, OR, and NOT is preferred. 'and', 'or', and 'not' are all considered to be common words and are discarded.
6. Single quotes in a search are ignored so double quotes should be used for searches.
7. The current list of special characters are + - && || ! () { } [] ^ " ~ * ? : \